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*Separate paging is given on this part in order that it may be filed as a separate compilation.*

## PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATIONS

The 7<sup>th</sup> July, 2017.

**No.LBG.73/12/669.** - In continuation to this Department's Notification No.LBG.73/12/666, dated 21<sup>st</sup> April, 2017 and in exercise of the powers conferred under Sub-Section (1) of Section 4 of the Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996, the Governor of Meghalaya is pleased to include the **Deputy Chief Labour Commissioner (C) / Regional Labour Commissioner (C), Guwahati as member** in the State Building & Other Construction Workers' **Advisory Committee**.

**M. S. RAO,**

Principal Secretary to the Govt. of Meghalaya,  
Labour Department.

The 29th May, 2017.

**No.POL.97/74/Pt-I/327-** With a view to bring uniformity in the matter of issue of various kinds of certificates in the State of Meghalaya, the Government of Meghalaya is pleased to accept the recommendation of the Committee constituted *vide* Government Notification No.POL.160/2001/61, dated 5th September, 2012 under the chairmanship of the Commissioner and Secretary, IT Department for adoption of standardized application forms(input )and the Certificate format (output) to be processed and issued by the offices of Deputy Commissioners and Sub-Divisional Officers(Civil) in the State of Meghalaya for the following purposes with effect from the date of issue of this Notification.

1. Application forms for issue of Income Certificate (input).
2. Application for issue of Permanent Residence Certificate (input).
3. Application for issue of Senior Citizen Certificate (input).
4. Application for issue of SC/ST Certificate (input).
5. Format of Income Certificate (output).
6. Format of Permanent Residence Certificate (output).
7. Format of Senior Citizen Certificate (input).
8. Format of SC/ST Certificate (output).
9. Application forms for issue of Certificate for recruitment in Armed/Para Military /Police Force(Input).
10. Application for issue of Residential Certificate for identity proof while travelling (especially for uneducated and unemployed ) (input).
11. Format of certificate for recruitment in Armed/Para Military/Police Forces (output).
12. Format of Residential Certificate for identity proof while travelling (especially for uneducated and unemployed) (output).

The proformae for the aforesaid 'input' and 'output' formats are enclosed herewith.

Notifications issued *vide* No.POL. 97/74/Part-I/ 190 dt. 24<sup>th</sup> June, 2013 and No. POL.97/ /74/Pt-I/199 dated 4<sup>th</sup> September, 2013 stand cancelled.

**V. R. SYIEM,**  
Joint Secretary to the Govt. of Meghalaya,  
Political Department.

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER \_\_\_\_\_ DISTRICT**  
**APPLICATION FORM FOR INCOME CERTIFICATE.**

(Please use **CAPITAL** letters to fill in the application form)

1. Income Certificate for \* Self ☐ or Parents ☐
2. Applicant's Name \* Shri/Smti/Kum/Dr/ \_\_\_\_\_  

(First Name)
(Middle Name)
(Last Name)
3. Gender's Male ☐ Female ☐
4. Father's/Husband Name \* in full : Shri/Dr/Lt \_\_\_\_\_  

(First Name)
(Middle Name)
(Last Name)
5. Mother's Name \* in full : Smti/Dr/Lt \_\_\_\_\_  

(First Name)
(Middle Name)
(Last Name)

**Address of Applicant :**

6. Locality \* \_\_\_\_\_
7. Village/Town/\* : \_\_\_\_\_
8. District \* \_\_\_\_\_
9. State\* : Meghalaya \_\_\_\_\_
10. Total Annual Income\* (Father/Mother/Both/Self) : \_\_\_\_\_
11. Employer\* : \_\_\_\_\_
12. Contact Number\* : \_\_\_\_\_ (Residence with STD Code) \_\_\_\_\_ (Mobile)
13. Email ID Number\* : \_\_\_\_\_

\*\*\*\*\*

**DECLARATION :**

I do hereby declare that the statement's made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found to have been falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date :

Signature of Applicant

Place :

**For Office Use :**

**Verification checks before accepting the application :**

1. All mandatory fields (marked with \*) should have been filled in properly
2. Signature of applicant & date of submission should be mentioned
3. Following necessary documents to be submitted along with the application :
  - (i) Pension Payment Order/Certificate from Treasury Officer (for retired Government servants) ☐
  - (ii) Proof of Salary in form of Affidavit (for non-government applicants) ☐
  - (iii) **Any one** : of Residential proof (Ration Card/Patta/EPIC/Electricity Bill/Telephone Bills) ☐
  - (iv) Salary Certificate from Employer in case parent (s)/Applicant are employed. ☐
  - (v) Proof of requirement for the Certificate, if applicable ☐
  - (vi) Declaration if either of them is not employed ☐

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER**  
< District Name >

No. INC/&lt;District Code&gt;/2012/1

Dated : .....

(In case Income Certificate is for Parents)

**To whom it may concern**

This is to certify that the average annual Income of Shri/Smti. ....

Father/Mother of Shri/Smti. .... resident  
of ..... District, Meghalaya is ₹ .....  
(Rupees ..... ) only.

The annual income is based on the Affidavit/PPO/Salary Certificate from Employer.

Date :

Place :

Signature  
Deputy Commissioner  
(with seal of the office),

\*\*\*\*\*

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER**  
< District Name >

No. INC/&lt;District Code&gt;/2012/1

Dated : .....

(In case Income Certificate is for SELF)

**To whom it may concern**

This is to certify that the average annual Income of Shri/Smti. ....

Son/Daughter of Shri/Smti. .... resident  
of ..... District, Meghalaya is ₹ .....  
(Rupees ..... ) only.

The annual income is based on the Affidavit/PPO/Salary Certificate from Employer.

Date :

Place :

Signature  
Deputy Commissioner  
(with seal of the office),

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER ..... DISTRICT**  
**APPLICATION FORM FOR PERMANENT RESIDENTIAL CERTIFICATE FOR**  
**HIGHER EDUCATION & TRAINING ONLY.**

(Please use **CAPITAL** letter to fill in the application form)

### A. Applicant's Details :-

1. Applicant's Name in full\* Shri/Smti/Kumari :

[illegible]

2. Date of Birth \* (Enclose copy of Birth Certificate \_\_\_\_\_ (dd – mm - yyyy))
3. Permanent Postal Address\* : \_\_\_\_\_
4. Present Postal Address\* : \_\_\_\_\_
5. Police Station/Outpost\* : \_\_\_\_\_
6. Name of the institution presently studying in : \_\_\_\_\_
7. Class presently studying in (Enclose copy of certificate) : \_\_\_\_\_
8. Name of the Institution (s) studied for the last 12 years (Enclose copy of certificate)\* \_\_\_\_\_
9. How did you acquire Indian Citizenship (Birth/Naturalisation)

**B. Father's Details : -**

10. Father's Name and Surname (in full) \_\_\_\_\_
11. Occupation and Address : \_\_\_\_\_
12. Place of Birth (Full Address)\* \_\_\_\_\_
13. EPIC No. (Enclose copy) : \_\_\_\_\_
14. How did he acquire Indian Citizenship (Birth/Naturalisation) : \_\_\_\_\_

### C. Mother's Details :-

15. Mother's Name and Surname (in full) \* : \_\_\_\_\_
16. Occupation and Address : \_\_\_\_\_
17. Place of Birth (Full Address)\*: \_\_\_\_\_
18. EPIC No.( Enclose copy) : \_\_\_\_\_
19. How did she acquire Indian Citizenship (Birth/Naturalisation) : \_\_\_\_\_

**D. For both Parents :-**

20. Location and address of landed property (ies) owned in the District (if any)
21. Location of landed property (ies) owned outside the District/ State (if any)
22. Proof of address (copies enclosed)
  - (a) -----
  - (b) -----
  - (c) -----
  - (d) -----
  - (e) -----

This is to certify that the information furnished as above are true to the best of my knowledge and belief and I am liable for prosecution if found otherwise.

Date :

Place :

**Signature of the Applicant.**

**FORMAT OF CERTIFICATE FROM THE APPOINTING/CONTROLLING OFFICER****TO WHOM IT MAY CONCERN**

This is to certify that Shri/Mrs. \_\_\_\_\_ aged \_\_\_\_\_ years  
Son/Daughter of \_\_\_\_\_ is a regular employee of this  
Department/Directorate/Office since \_\_\_\_\_ He/She is working as \_\_\_\_\_ which  
is a sanctioned post.

Dated : \_\_\_\_\_

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Phone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

**For office use :-**

Verification checks before accepting the application :

1. All mandatory fields are filled properly.
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents are to be submitted along with the application

- |   |                          |
|---|--------------------------|
| (i) Two passport Size Photographs   | <input type="checkbox"/> |
| (ii) Birth Certificate/School Certificate   | <input type="checkbox"/> |
| (iii) <b>Any one</b> of Residential Proof (Ration Card/Patta/EPIC/<br>Electricity Bill/Telephone Bills/Headman Certificate) | <input type="checkbox"/> |
| (iv) Certificates of all institutions in Meghalaya where studied in   | <input type="checkbox"/> |
| (v) Supporting Documents why permanent Resident Certificate is required   | <input type="checkbox"/> |

**Verified & Accepted By :-**

---

**Signature of Receiving Assistant & Date**

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER**  
<District Name>

No. PRC/&lt;District Code&gt;/2012/1

Dated : .....

*Paste a  
recent  
passport  
photograph  
here*

**PERMANENT RESIDENTIAL CERTIFICATE FOR HIGHER EDUCATION & TRAINING ONLY.**

This is to certify that Shri/Ms. \_\_\_\_\_ Son/  
Daughter of Shri and Smti. \_\_\_\_\_ resident  
of \_\_\_\_\_ under PS/OP is a  
permanent resident of \_\_\_\_\_ District  
of the State of Meghalaya.

This Certificate is valid only for the purpose of Higher Education /Training only.

**Signature**

**Designation**

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER \_\_\_\_\_ DISTRICT**  
**APPLICATION FORM FOR SENIOR CITIZEN CERTIFICATE.**

(Please use **CAPITAL** letters to fill in the application form)

1. Applicant's Name \* Shri/Smti/Kum/Dr/ \_\_\_\_\_  

(First Name)
(Middle Name)
(Last Name)
  2. Gender's Male ☐ Female ☐
  3. Date of Birth \* :        ( dd mm yyyy ) OR Age \_\_\_\_\_ Years \_\_\_\_\_
  4. Father's/Mother's/Husband Name \* in full : Shri/Smti. \_\_\_\_\_
- Address :**
5. Locality \* : \_\_\_\_\_
  6. Village/Town/\* : \_\_\_\_\_
  7. District \* : \_\_\_\_\_ State\* : MEGHALAYA
  8. EPIC Number : \_\_\_\_\_
  9. Contact Number\* : \_\_\_\_\_ (Residence with STD Code) \_\_\_\_\_ (Mobile)
  10. Emergency Contact Number\* : \_\_\_\_\_ (with STD Code)
  11. Email ID Number\* : \_\_\_\_\_
  12. Whether Applicant was in Government Service : ☐ Yes ☐ No
  13. Blood Group \* : \_\_\_\_\_

Date :

Place :

Signature of Applicant

\*\*\*\*\*

**For Office Use :**


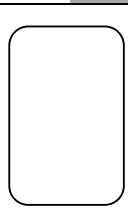
**Verification checks before accepting the application :**

1. All mandatory fields (marked with \*) should have been filled in properly
2. Signature of applicant & date of submission should be mentioned
3. Following necessary documents to be submitted along with the application :
  - (i) Two Passport Size photographs ☐
  - (ii) Birth Certificate/Age Certificate from Government Doctor ☐
  - (iii) Pension Payment Order (for retired government servants) ☐
  - (iv) **Any one** : of Residential proof (Ration Card/Patta/EPIC/Electricity Bill/Telephone Bills)/ Headman Certificate. ☐

\*\*\*\*\*

**Signature of Receiving Assistant & Date**



	<b>GOVERNMENT OF MEGHALAYA</b> <b>OFFICE OF THE DEPUTY COMMISSIONER</b>	<b>Date of Issue :</b>  <b>Blood Group :</b>  <b>Emergency contact :</b>  <b>Address :</b>
	<b>SENIOR CITIZENSHIP CARD</b>  <b>Name :</b>  <b>Date of Birth :</b>  <b>No.SCC/&lt;District Code&gt;/2012/1</b>  <div style="text-align: right;"><b>Deputy Commissioner</b> <b>&lt; District Name &gt;</b></div> <div><b>Holder's Signature</b></div>	
		<b>Loss of this card may be reported to the Issuing Authority</b>

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER ..... DISTRICT**  
**APPLICATION FORM FOR SCHEDULED CASTE/SCHEDULED TRIBES**

(Please use **CAPITAL** letter to fill in the application form)

\* Fresh ☐ Updation /Duplicate ☐ (Please mention earlier issue No.) \_\_\_\_\_

Applicant's Name in full\* Shri/Smti/Kumari :

(First Name)	(Middle Name)	(Last Name)
--------------	---------------	-------------

Alias ( if any ) : \_\_\_\_\_

Gender \* : Male ☐ Female ☐

Previous Name (if change) : \_\_\_\_\_

Maiden Name/Birth Name (if any) : \_\_\_\_\_

Date of Birth \* :        ( dd mm yyyy )

Caste/Tribe\* ST ☐ SC ☐ Please specify \* : \_\_\_\_\_

Nationality \* : \_\_\_\_\_ EPIC No. : \_\_\_\_\_

Religion : \_\_\_\_\_

**Permanent Address \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_ State \* : \_\_\_\_\_

**Present Address \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_ State \* : \_\_\_\_\_

Father's Name in full Shri/Lt \* : \_\_\_\_\_

Mother's Name in full Smti/Lt \* : \_\_\_\_\_

Fathers' Nationality \* : \_\_\_\_\_ Mother's Nationality : \_\_\_\_\_

Father's/Mother's EPIC No. : \_\_\_\_\_

Is Father SC/ST \* ? Yes ☐ No. ☐ If Yes, Indicate Caste/Tribe : \_\_\_\_\_

Father's Religion : \_\_\_\_\_

Is Mother SC/ST \* ? Yes ☐ No. ☐ If Yes, Indicate Caste/Tribe : \_\_\_\_\_

Mother's Religion : \_\_\_\_\_

Have you migrated to this State from other State? If so, name the State and District from where migrated :

State : \_\_\_\_\_ District : \_\_\_\_\_

If adopted please give details of Adoptive :

Parents: Father : \_\_\_\_\_

Mother : \_\_\_\_\_

Village/Town : \_\_\_\_\_ District : \_\_\_\_\_ State : \_\_\_\_\_

Caste : \_\_\_\_\_ Religion : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Email Address : \_\_\_\_\_

**DECLARATION :**

I do hereby declare that the statements made above are true to the best of my knowledge and belief. I have not applied for such certificate before. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

**RECOMMENDATION BY GAZETTED OFFICER**

Certified that Shri/Smt. \_\_\_\_\_

reading in \_\_\_\_\_ is personally known to me and the particulars as filled in the application form are true and found correct to the best of my knowledge.

**Signature & Seal**

Name of the Certifying Officer : \_\_\_\_\_

Date :

Place :

**Note :** The Certifying Officer should give due importance while certifying in the application form and they shall be liable to any action deemed fit by the Government in case of false recommendation.

**For Office Use :****Verification checks before accepting the application :**

1. All mandatory fields are filled in properly
2. Signature of applicant & Date of submission is mentioned
3. Following necessary documents are to be submitted along with the application.

- |  |                          |
|--|--------------------------|
| (a) Two Passport Size Photographs  | <input type="checkbox"/> |
| (b) Birth Certificate/SSLC Admit Card  | <input type="checkbox"/> |
| (c) <b>Any one</b> of Residential Proof (Ration Cards/Patta/EPIC/Electricity Bill/Telephone Bills/Headman Certificate) | <input type="checkbox"/> |
| (d) Parent's SC/ST Certificate, in case of minor   | <input type="checkbox"/> |
| (e) If adopted, Adoption Documents(Court order/Registered Adoption Deed)   | <input type="checkbox"/> |

**Verified & Accepted by :**

**Signature of Receiving Assistant & Date.**

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER**

<District Name>

Book No. 1

Sl. No. 1245

**FORM OF TRIBE/CASTE CERTIFICATE**

*Paste a  
recent  
passport  
photograph  
here*

This is to certify that Shri/Ms. \_\_\_\_\_  
 Son/Daughter of Shri \_\_\_\_\_ and  
 Smti. \_\_\_\_\_  
 of village/town \* \_\_\_\_\_ P. O. \_\_\_\_\_  
 in District \_\_\_\_\_ \* of the State of Meghalaya belong to the \_\_\_\_\_  
 Tribe/Caste which is recognized as a Schedule \_\_\_\_\_ .  
 Under :

@ The Constitution (Schedule Castes) Order, 1950

@ The Constitution (Schedule Tribes) Order, 1950

“ [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976] ”

\_\_\_\_\_ and/or his family ordinarily resides(s) in village/town \*  
 \_\_\_\_\_, P. O. \_\_\_\_\_  
 of \_\_\_\_\_ \* District of the State of Meghalaya.

Date : \_\_\_\_\_

Signature :

Place : \_\_\_\_\_

Designation : Extra Assistant Commissioner

(With Seal of Office)

State : Meghalaya.

\* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

**Note :-** The Term ordinarily reside(s) used here will have the meaning as in Section 20 of the Representation of the People Act, 1950.

ANNEXURE - A

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER : EAST KHASI HILLS DISTRICT : SHILLONG**  
**APPLICATION FORM - CERTIFICATE**

**FOR RECRUITMENT IN ARMED/PARAMILITARY/POLICE FORCES**

(Please use **CAPITAL** letters to fill in the application form)

Applicant's Name in full \* : **Shri/Smti/Kumari**

--	--	--

(First Name)

(Middle Name)

(Last Name)

Alias (if any) \_\_\_\_\_

Gender \* : **Male** ☐ **Female** ☐

Date of Birth \* : \_\_\_\_\_ (dd – mm – yyyy) Place of Birth : \_\_\_\_\_

Present Occupation ( if any ) : \_\_\_\_\_

**Permanent Address \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_ State \* : \_\_\_\_\_

Post Office \* : \_\_\_\_\_ Police Station/Out Post \* : \_\_\_\_\_

**Present Address \*** **Own House** ☐ **Rented House** ☐

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_ State \* : \_\_\_\_\_

Post Office \* : \_\_\_\_\_ Police Station/Out Post \* : \_\_\_\_\_

In case of Rented House, Name of the House Owner : \_\_\_\_\_

Date from which the applicant is staying at Present Address : \_\_\_\_\_

**Date and Address of First residence in Meghalaya \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_ Date \* : \_\_\_\_\_

Have you migrated to this State from other State ? If so, name the State and District from where migrated :

State \* : \_\_\_\_\_ District : \_\_\_\_\_

Date of Migration : \_\_\_\_\_ (dd – mm – yyyy)

Mobile No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

**Parents Details**

Father's Name in full \* : \_\_\_\_\_ Father's Occupation : \_\_\_\_\_

Mother's Name in full \* : \_\_\_\_\_ Mother's Occupation : \_\_\_\_\_

Father's Nationality : \_\_\_\_\_ Mother's Nationality : \_\_\_\_\_

Father's/Mother's EPIC : \_\_\_\_\_

Name of the Institution(s) studied in Meghalaya (Enclose all Certificates) : \_\_\_\_\_

Whether the Applicant has been convicted of any offence(s) (If yes, give details) : \_\_\_\_\_

Supporting Documents indicating why the certificate is required (Advertisement of Recruitment) : \_\_\_\_\_

**DECLARATION :**

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date :

*Signature of Applicant***Important Note :**

- All columns marked with \* are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

ANNEXURE - B

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER  
EAST KHASI HILLS DISTRICT : SHILLONG**

**CERTIFICATE FOR RECRUITMENT IN ARMED/PARA MILITARY/POLICE FORCES.**

*Paste a  
recent  
passport  
photograph  
here*

No. \_\_\_\_\_

Date \_\_\_\_\_

1. Certified that Shri/Smti/Kumari \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ and Smti. \_\_\_\_\_ is  
residing at Locality \_\_\_\_\_ Village/Town \_\_\_\_\_  
Post Office \_\_\_\_\_ Police Station \_\_\_\_\_  
District East Khasi Hills, State of Meghalaya, Pin No. \_\_\_\_\_.
2. This certificate is issued for the sole purpose of recruitment in the Armed/Paramilitary/Police Forces.
3. This does not constitute a Permanent Residence Certificate for any other purpose.

**Deputy Commissioner,  
East Khasi Hills District,  
Shillong.**

ANNEXURE - C

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER : EAST KHASI HILLS DISTRICT : SHILLONG**  
**APPLICATION FORM FOR RESIDENTIAL CERTIFICATE**

(Please use **CAPITAL** letters to fill in the application form)

Applicant's Name in full \* : **Shri/Smti/Kumari**

(First Name)	(Middle Name)	(Last Name)

Alias (if any) \_\_\_\_\_

Gender \* : **Male** ☐ **Female** ☐

Date of Birth \* : \_\_\_\_\_ (dd – mm – yyyy) Place of Birth : \_\_\_\_\_

Present Occupation ( if any ) : \_\_\_\_\_

**Permanent Address \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_

Post Office \* : \_\_\_\_\_ Police Station/Out Post \* : \_\_\_\_\_

**Present Address \***

Locality \* : \_\_\_\_\_ Village/Town \* : \_\_\_\_\_

District \* : \_\_\_\_\_

Post Office \* : \_\_\_\_\_ Police Station/Out Post \* : \_\_\_\_\_

Mobile No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Date/Year from which the applicant is residing in the State/District

(Please attach documentary proof) : \_\_\_\_\_

**Parents Details**

Father's Name in full \* : \_\_\_\_\_ Father's Nationality : \_\_\_\_\_

Mother's Name in full \* : \_\_\_\_\_ Mother's Nationality : \_\_\_\_\_

Father's/Mother's EPIC : \_\_\_\_\_

Supporting Documents indicating why the Residential Certificate is required : \_\_\_\_\_

**DECLARATION :**

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date :

*Signature of Applicant*

**Important Note :**

- All columns marked with \* are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

---

**For Office Use :**

Verification checks before accepting the application :

1. All mandatory fields are filled in properly.
2. Signature of applicant and date of submission is mentioned
3. Following necessary documents are to be submitted along with the application.

- |       |  |                          |
|-------|--|--------------------------|
| (i)   | Two Passport size Photographs  | <input type="checkbox"/> |
| (ii)  | Birth Certificate/School Certificate   | <input type="checkbox"/> |
| (iii) | <b>Any one</b> of Residential Proof :  |                          |
|       | (Ration Card/Patta/EPIC/Electricity Bill/ Telephone Bills/<br>Headman Certificate/Others | <input type="checkbox"/> |
| (iv)  | Supporting Documents to indicate why the Certificate is required                         | <input type="checkbox"/> |

**Verified & Accepted By :**

***Signature of Receiving Assistant and Date***

***Important Note :***

- All columns marked with \* are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.



ANNEXURE - D

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER  
EAST KHASI HILLS DISTRICT : SHILLONG**

**RESIDENTIAL CERTIFICATE**

*Paste a  
recent  
passport  
photograph  
here*

No. \_\_\_\_\_

Date \_\_\_\_\_

Certified that **Shri/Smti/Kumari** \_\_\_\_\_ son/daughter  
of **Shri** \_\_\_\_\_ and **Smti.** \_\_\_\_\_  
is a resident of **Locality** \_\_\_\_\_ **Village/Town** \_\_\_\_\_,  
under **Police Station/ Out Post** \_\_\_\_\_ ,  
**Post Office** \_\_\_\_\_, **East Khasi Hills District,**  
**Meghalaya**, since \_\_\_\_\_.

This certificate is issued for the purpose of \_\_\_\_\_ only.

**Deputy Commissioner,  
East Khasi Hills District,  
Shillong.**

The 27th June, 2017.

**No.SYA.75/2013/130** – Whereas, the Government has decided to set up District Sports Promotion Societies in all Districts of Meghalaya to be known as the “District Sports Promotion Societies” which are committed for initiating grass root level sports activities and with the intention of promoting grass root level sports activities and programmes and to get the active participation and involvement of the young sports persons/aspirants to get their dream felt and find expression. It is proposed to be implemented through the District Sports Promotion Societies.

Now, therefore the Governor of Meghalaya is pleased to announce the decision to constitute the District Sports Promotion Societies in the State as per guidelines given below :-

## **GUIDELINES FOR THE DISTRICT SPORTS PROMOTION SOCIETIES (DSPS)**

### **1) Name of the Scheme :**

District Sports Promotion Societies (DSPS)

### **2) Rationale of the Scheme**

In order to enhance the Development of Sports & Games at a faster rate at the grass root level and in order to ensure planning to benefit the sports persons from the grass root level and to supplement the efforts of the sports persons to increase their performance at the District, State and National Level Competitions. This programme is introduced through which grass root level planning can be activated in line with the aspirations and dreams of the young sports persons hailing from different Blocks, Sub-Divisions and District Headquarters. The District Sports Promotion Societies (DSPS) acts as a catalyst in bridging the aspirations of the young sports persons to reach the National and International Competitions.

### **3) Objectives :-**

- (i) To create conducive sports atmosphere in the districts and State Headquarters organizing summer/winter coaching camps/tournaments so that young talented sportspersons will be encouraged to take to sports and games thereby contributing to the talent pool of the state.
- (ii) To support conduct of tournaments by the credible Sports Clubs, Associations and Schools at the Villages, Blocks, Sub-Divisions and District Headquarters.
- (iii) To supplement the lack of regular coaches in the desired games by appointing ex-senior players/Physical Education Teachers or trained coaches from NSNIS.
- (iv) To make available the sports equipments, especially, the costly equipments like competition mats, high jump pits, hurdles, and terra flex, boxing ring, archery equipments, etc, to enable sports persons to have access to high quality equipments as is used in higher tournaments at the National/Regional tournaments.
- (v) To award Sports Scholarships and awards to high potential sports persons and those who excel at the District and State level competitions.
- (vi) To organize Special Coaching Camps for the elite sports persons of the District by inviting coaches of National and International repute.

**4) Activities :-**

In order to achieve the above objectives, the following Programmes will be taken up under the scheme:-

- i. Conduct of Summer/Winter Coaching Camps & Tournaments within the district which is distinct from other districts - Marathon races, Indigenous Games etc.
- ii. Major Tournaments of Regional nature to be conducted within each district including multi discipline games for both eastern and western regions of the State and also to enable players of all districts to take part in the invitation tournament in the neighbouring Districts.
- iii. Deployment of Community Coaches of veteran players, PETs or trained coaches may be hired to impart basic coaching and training.
- iv. Sports equipments especially costly and advanced sports equipments which become a permanent asset to the district.
- v. Sports Scholarships be considered to high potential talents unearthed during the sub-junior and junior competitions.
- vi. Special Coaching Camps to be organized for district elite sportspersons by inviting, State, National and International reputed Coaches. Conversely from the elite athletes so empanelled by the DSPS high potential athletes may be sponsored for coaching abroad. Such Sports Institutes or Universities abroad will have the recognition of the Ministry of Youth Affairs & Sports, Sports Authority of India and the State Sports Department. May also collaborate with any Institution of repute for level coaching camps/ training camp.

A copy of the model from Memorandum of Association for the District Sports Promotion Societies and Rules and Regulations of the District Sports Promotion Societies are enclosed at Annexure I and II respectively.

Additional Chief Secretary to the Govt. of Meghalaya,  
Sports and Youth Affairs Department.

**APPROVED COPY**

**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF SPORTS & YOUTH AFFAIRS**  
**DISTRICT SPORTS PROMOTION SOCIETIES**



सत्यमेव जयते

**GUIDELINES FOR THE**  
**“DISTRICT SPORTS PROMOTION SOCIETIES”**  
**&**  
**MEMORANDUM OF ASSOCIATIONS**  
**RULES & REGULATIONS**

# **GOVERNMENT OF MEGHALAYA**

## **DIRECTORATE OF SPORTS & YOUTH AFFAIRS**

### **DISTRICT SPORTS PROMOTION SOCIETIES**



सत्यमेव जयते

## **GUIDELINES FOR THE DISTRICT SPORTS PROMOTION SOCIETIES & MEMORANDUM OF ASSOCIATIONS RULES & REGULATIONS**

**GOVERNMENT OF MEGHALAYA**  
**SPORTS AND YOUTH AFFAIRS DEPARTMENT**

\*\*\*\*\*

**GUIDELINES FOR THE DISTRICT SPORTS PROMOTION SOCIETIES (DSPS)**

**1) Name of the Scheme ;**

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**2) Rationale of the Scheme**

In order to enhance the Development of Sports & Games at a faster rate at the grass root level and in order to ensure planning to benefit the sports persons from the grass root level and to supplement the efforts of the sports persons to increase their performance at the District, State and National Level Competitions. This programme is introduced through which grass root level planning can be activated in line with the aspirations and dreams of the young sports persons hailing from different Blocks, Sub-Divisions and District Headquarters. The District Sports Promotion Societies (DSPS) acts as a catalyst in bridging the aspirations of the young sports persons to reach the National and International Competitions.

**3) Objectives :-**

- (i) To create conducive sports atmosphere in the districts and State Headquarters organizing summer/winter coaching camps/tournaments so that young talented sportspersons will be encouraged to take to sports and games thereby contributing to the talent pool of the state.
- (ii) To support conduct of tournaments by the credible Sports Clubs, Associations and Schools at the Villages, Blocks, Sub-Divisions and District Headquarters.
- (iii) To supplement the lack of regular coaches in the desired games by appointing ex-senior players/Physical Education Teachers or trained coaches from NSNIS.
- (iv) To make available the sports equipments, especially, the costly equipments like competition mats, high jump pits, hurdles, and terra flex, boxing ring, archery equipments, etc, to enable sports persons to have access to high quality equipments as is used in higher tournaments at the National/Regional tournaments.

- (v) To award Sports Scholarships and awards to high potential sports persons and those who excel at the District and State level competitions.
- (vi) To organize Special Coaching Camps for the elite sports persons of the District by inviting coaches of National and International repute.

**4) Activities :-**

In order to achieve the above objectives, the following Programmes will be taken up under the scheme :-

- i. Conduct of Summer/Winter Coaching Camps and Tournaments within the district which is distinct from other districts - Marathon races, Indigenous Games etc.
- ii. Major Tournaments of Regional nature to be conducted within each district including multi discipline games for both eastern and western regions of the State and also to enable players of all districts to take part in the invitation tournament in the neighbouring Districts.
- iii. Deployment of Community Coaches of veteran players, PETs or trained coaches may be hired to impart basic coaching and training.
- iv. Sports equipments especially costly and advanced sports equipments which become a permanent asset to the district.
- v. Sports Scholarships be considered to high potential talents unearthed during the sub-junior and junior competitions.
- vi. Special Coaching Camps to be organized for district elite sportspersons by inviting, State, National and International repute Coaches. Conversely from the elite athletes so empanelled by the DSPS high potential athletes may be sponsored for coaching abroad. Such Sports Institutes or Universities abroad will have the recognition of the Ministry of Youth Affairs & Sports, Sports Authority of India and the State Sports Department. May also collaborate with any Institution of repute for level coaching camps/ training camp.

The Memorandum of the Association of the District Sports Promotion Societies (DSPS) is enclosed at **Annexure - I.**

Rules and regulations of the District Sports Promotion Societies (DSPS) are at **Annexure - II.**

## Annexure - I.

**MEMORANDUM OF ASSOCIATION OF THE DISTRICT SPORTS PROMOTION SOCIETIES (DSPS)**

1. **Name of the Society** : District Sports Promotion Societies (DSPS) hereinafter referred to as the Society.
2. **Registered office** : The registered office of the Society shall be located in all the District Sports Officers' Office in the District (The change in address will be notified from time to time).
3. **Definition clause** : **"SOCIETY" MEANS DISTRICT SPORTS PROMOTION SOCIETIES (DSPS).**
4. **Aims and objects of the society** : The aims and objects for which the Society is established are as under :-

**Objects :**

The object of the Society is to promote the development and betterment of sports and games at the Blocks, District and State Headquarters.

In furtherance of this object, the Society may undertake the following activities :-

- i. To undertake organized sports competitions which will have lasting impact by inviting clubs/teams from the nearby Districts and neighboring States which has in their ranks, established players at the regional and national level.
- ii) To encourage clubs and associations who has been promoting sports competitions within the District to conduct open senior, junior and sub-junior tournaments to unearth young talents.
- iii) To mobilize and make available the requirements of sports equipments and also specific costly sports equipments in the quest for achieving better performance of sportspersons of the State.
- iv) To provide better training facilities/coaching by way of organizing special coaching camps or inviting training personnel of repute of national or international standings.
- v) To provide required support for elite sportspersons of the District by way of sports gears, diets during annual/special coaching camps and also to support the elite groups for specialized coaching/training outside the State if invited by reputed Academics/Institute's.
- vi) To promote the training of technical personnel for officiating the competition at the State and National tournaments and as approved by the National Federation, State Sports Department or the Ministry of Youth Affairs & Sports, Government of India.
- vii) To undertake any other function(s) as may be assigned by the State Government; and
- viii) To do generally all things and everything necessary, suitable and proper for the promotion or



accomplishment of any of the purpose or the purposes or the objectives or for the furtherance of any power set forth in these presents either alone or in conjunction with other Societies.

**5. NO PROPRIETARY RIGHTS IN MEMBERS :** All the income and properties of the Society shall be utilized and applied solely towards achieving its aims and objectives as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or in any other manner whatsoever by way of profit to the present or previous members of the Society or to any person claiming through anyone or more of present and previous members of the Society. No member of the Society shall have any personal claim on the funds or properties of the Society.

- i) Nothing stated above shall prevent payment in good faith of reasonable and proper remuneration to any officer or staff engaged by the Society in return of services rendered to the Society.
- ii) Further, nothing stated above shall prevent the Society from outsourcing of goods and services on payment basis following an open and transparent procedure.
- iii) Any member of the Society who is directly or indirectly interested in any contract or any other business of the Society shall declare accordingly beforehand and abstain from participating in any manner in the decisions making process in those matters.

## **6. Monitoring and Supervision**

The Committees that are to be constituted are as follows:-

### **6.1 State Level Committee**

The State Level Committee of District Sports Promotion Societies (DSPS) is the highest decision making body for the DSPS. The State Level Committee will be empowered to approve the District Sports Promotion Societies Mission Plan and Annual Plans of the Districts. The State Level Committee may be fully empowered to decide all policy matters and administrative matters of the scheme like the constitution of the State/District Level Committee of DSPS, its role, powers and responsibilities.

1.	Minister i/c of Sports & Youth.	Chairman.
2.	Administrative Head of Sports & Youth Affairs Department.	Vice- Chairman.
3.	Director of Sports & Youth Affairs Department.	Member Secretary.
4.	District Sports Officers of all Districts.	Member.
5.	Available Coach of the State.	Member.
6.	President/Secretary State Sports Association.	Member.
7.	President/Secretary of Specific Game Sports Association.	Member.
8.	State Youth Coordinator, NYK.	Member.

**6.2 District Level Committee**

The District Level Committee for District Sports Promotion Societies (DSPS) will be empowered to approve Sports Clubs/Societies, Plan and Annual Action Plans; reallocate resources within the District within the overall mission guidelines; give overall guidance and directions; nominate additional members; and monitor, review and evaluate implementation of the mission. This Committee will have to ensure that the sports clubs/societies have adequate publicity to ensure wide participation. The sports clubs/societies are advised to have their sports calendar for the whole year/annual plan and submit their proposal one year ahead to this committee.

Sl. No.	Occupation	Address	Designation in the Society
1.	Deputy Commissioner	Deputy Commissioner's Office in the District	Chairman.
2.	District Sports Officer	District Sports Officer's Office in the District	Member Secretary.
3.	Superintendent of Police	Superintendent of Police's Office in the District	Member.
4.	Physical Training Instructor, District.	District Sports Officer's Office in the District	Member.
5.	Available Coach of the District.	District Sports Officer's Office in the District	Member.
6.	President/Secretary District Sports Association.	C/O District Sports Officer's Office in the District	Member.
7.	President/Secretary of Specific Game Sports Association.	C/O District Sports Officer's Office in the District	Member.
8.	District Youth Coordinator, NYK.	C/O District Sports Officer's Office in the District	Member.
9.	Prominent Youth Club nominated by the Society	Deputy Commissioner's Office in the District	Member.

7. **Desirous Persons** : We the undersigned are desirous of forming a Society namely. District Sports Promotion Societies under the Societies Registration Act, XII of 1983 in pursuance of this Memorandum of the Society.

Sl. No.	Occupation	Address	Designation in the Society
1.	Deputy Commissioner	Deputy Commissioner's Office in the District.	Chairperson
2.	District Sports Officer	District Sports Officer's Office in the District.	Member Secretary.
3.	Superintendent of Police Office in the District.	Superintendent of Police's	Member
4.	Physical Training Instructor, District.	District Sports Officer's Office in the District.	Member
5.	Available Coach of the District.	District Sports Officer's Office in the District.	Member
6.	President/Secretary District Sports Association,	C/O District Sports Officer's Office in the District.	Member
7.	President/Secretary of Specific Game Sports Association.	C/O District Sports Officer's Office in the District.	Member
8.	District Youth Coordinator, NYK	C/O District Sports Officer's Office in the District.	Member
9.	Prominent Youth Club nominated by the Society.	C/O District Sports Officer's Office in the District.	Member

## RULES AND REGULATIONS OF DISTRICT SPORTS PROMOTION SOCIETIES OF MEGHALAYA

1. Name : The Society shall be called "***The District Sports Promotion Societies***" hereinafter referred to as the Society.
2. Address : The registered office of the Society shall be located in all the District Sports Officers' office in the District (The change in address will be notified from time to time).
3. Area of operation : The area of operation of the society shall extend over the entire Districts in the State of Meghalaya.

### 4. Definition :

In these Rules, unless there is anything repugnant in the subject or the content :

- 4.1 "Act" means the Meghalaya Societies Registration Act of XII of 1983.
- 4.2 "Accountant" means the person appointed by the Society to keep the daily accounts of the Society.
- 4.3 "Chairman" means the Chairman of the Society.
- 4.4 "District" means the specific district.
- 4.5 "District Level Committee" means the body constituted under this rules entrusted with the management of the affairs of the Society, hereinafter be referred to as "Body".
- 4.6 "State Level Committee" means all the members of the Society and the office bearers of the District Level Committee.
- 4.7 "He" means "He" or "She" as the case may be.
- 4.8 "Member" means a member of the Society and a member of the District Level Committee of the Society mentioned under Rule No. 6.1 (i) & (ii).
- 4.9 "Member Secretary" means a member Secretary of the District Level Committee of the Society constituted under Rule No. 6.3 (iv). The member Secretary shall be the District Sports Officer who will also function and discharge the office duties of the Society, on a daily basis, as the Chief Executive of the Society.
- 4.10 "Notification" means a notification issued by the Government of Meghalaya in this context.
- 4.11 "Registrar" means the Registrar of Societies as envisage in the Meghalaya Societies Registration Act of XII of 1983.
- 4.12 "Rules" means the rules under the District Sports Promotion Societies Rules.
- 4.13 "Sports" means all types of sporting activities which attracts physical and mental fitness for the development of Sports and Games to the young sportspersons in the Districts.
- 4.14 "State" means the State of Meghalaya.
- 4.15 "State Government" means the Government of Meghalaya.
- 4.16 "Year" means the financial year corresponding with the year beginning on the 1<sup>st</sup> day of April of the calendar year and ending on the 31<sup>st</sup> day of March of the following calendar year.

## CHAPTER - II

### 5. Objects :

The object of the Society is to promote the development and betterment of sports and games at the Blocks and District of the State.

In furtherance of this object, the Society may undertake the following activities:

- 5.1 To undertake organized sports competitions which will have lasting impact in the Districts by inviting - major clubs/teams from the nearby Districts and neighbouring States and also those who have in their ranks established players at the regional and national level.
- 5.2 To encourage the clubs and associations who has been promoting sports competitions within the District to conduct open senior, junior and sub-junior tournaments to unearth young talents.
- 5.3 To mobilize and make available the specific requirements of sports equipments especially costly and advanced sports equipments in the quest for achieving better performance of sportspersons from that District,
- 5.4 To provide better training facilities/coaching by way of organizing special coaching camps or inviting training personnel of repute of the State, National or International standings.
- 5.5 To provide required support for elite sportspersons of the District by way of sports gears, diets during annual/special coaching camps and also to support the elite groups for specialized coaching/training outside the State or in collaboration with reputed Academics/Institutes.
- 5.6 To promote the training of technical personnel for officiating the competition at the State and National tournaments and as approved by the National Federation, State Sports Department or the Ministry of youth Affairs & Sports, Govt. of India.
- 5.7 To undertake any other function(s) as may be assigned by the State Government; and
- 5.8 To do generally all things and everything necessary, suitable and proper for the promotion or accomplishment of any of the purpose or the purposes or the objectives or for the furtherance of any power set forth in these presents either alone or in conjunction with other Societies.

## CHAPTER - III

### 6. Membership.

#### 6.1 The membership of the Society shall consist of the following :

- i) Sportspersons and youth,
- ii) Government nominees.

#### 6.2 The members of the Society shall have the following categories:

- a) Patrons.
- b) Honorary members.
- c) Ex-officio members.
- d) Ordinary members.

**6.3 Admission of Members :**

- i) Patrons shall be appointed by invitation by the State Level Committee,
- ii) Honorary members shall be sponsored by the Body after due consideration,
- iii) Honorary as well as ordinary members will apply in the prescribed format and the District Level Committee after due consideration may decide on their membership.
- iv) Honorary members will consist of the following members :
  - a) Deputy Commissioner of the District - Chairman
  - b) Additional Deputy Commissioner - Vice - Chairman
  - c) Superintendent of Police of the District - Member
  - d) District Sports Officer of the District - Member Secretary
  - e) Coach and Physical Training Instructor - Member
  - f) District Youth Coordinator NYK - Member

**6.4 Eligibility for Membership.**

A member of the Society shall be:

- i) A Citizen of India,
- ii) Above 18 years of age.
- iii) Of good character and sound mind.
- iv) Agreeable to abide by the rules and regulations, specific norms of membership as may be stipulated by the society from time to time.

**6.5 Tenure for Membership :**

The membership of the society shall be initially for a period of 3(three) years but may be extended subsequently on year to year basis by the Society.

Honorary members shall continue to be the members of the society as long as they hold the office as per clause 14.2.

**6.6 Termination/Cessation of Membership.**

The membership of the Society shall be terminated/ceased by :

- i) In the event of death.
- ii) If he is found to be lunatic or of unsound mind,
- iii) If resigned from membership if accepted,
- iv) If he has been convicted of an offence involving moral turpitude,
- v) If he has any financial interest in any subsisting contract with or in any work being done for the Society,
- vi) If he has any financial interest in any individual or group of individuals dealing with the Society,
- vii) If his membership fee is overdue for more than 6(six) months except in the case of honorary members and nominees of State Government.

**6.7 Register of Members.**

The society shall maintain a register of its members and shall enter the particulars of members as per the provisions of the Act.

## CHAPTER - IV

### 7. Funds and Property.

- i) The funds of the Society shall consist of :
  - a) Grants and subsidies from Government including State Government of India and national organizations.
  - b) Donations, compulsory membership fees and other voluntary contributions from members, non-members, individuals and organizations.
  - c) Loans from financial institutions and others as may be contracted by the Society from time to time subject to the approval of the State Government; and
  - d) Any other mode of fund raising as agreed upon by the Society and subject to approval of the State Government to meet the aims and objective of the Society.
  - e) Contribution by Companies under Corporate Social Responsibility (CSR).
- ii) Property :

All the moveable and immoveable property acquired from the funds mentioned above shall be registered in the name of the Society. No Immoveable properties shall be sold, mortgaged or transferred without resolution of the society to this effect and prior permission of the State Government and the Registrar under relevant section of the Meghalaya Societies Registration Act XII of 1983.

## CHAPTER - V

### 8. Organization and Management.

The supreme authority of the Society shall vest with the State Level Committee subject to the provisions of the Memorandum and Rules of the Society.

The society shall constitute a State Level Committee composing of the following members :

1.	Minister i/c of Sports & Youth	Chairman
2.	Administrative Head of Sports & Youth Affairs Department	Vice- Chairman
3.	Director of Sports & Youth Affairs Department	Member Secretary
4.	District Sports Officers of all Districts	Member
5.	Available Coach of the State	Member
6.	President/Secretary State Sports Association	Member
7.	President/Secretary of Specific Game Sports Association	Member
8.	State Youth Coordinator, NYK	Member

- 8.1 The General Meeting of the State Level Committee to be termed as the Annual General Meeting of the State Level Committee of the Society shall be held once in every financial year at such date, time and place as may be decided by the District Level Committee.
- 8.2 The Chairman or in his/her absence, the Vice-Chairman shall preside over the meetings of the State Level Committee and the meeting of the District Level Committee.  
  
Provided in case of absence of both, any senior member presented in the meeting may be elected to chair the meeting.
- 8.3 A notice for a State Level Committee Meeting shall be issued at least 7(seven) days in advance to all the members of the Society.

- 8.4 The quorum of the meeting of the State Level Committee Meeting shall be  $\frac{1}{3}$  (one-third) of the total enrolled members or  $\frac{2}{3}$  (two-third) of the members present on the day of the meeting.

**9. Powers and Functions of the State Level Committee :**

The powers and functions of the State Level Committee are :

- i) To consider and adopt the Annual Audited Financial Statement of the Society;
- ii) To consider and approve the Annual Budget of the Society for the next financial year;
- iii) To consider and approve the Annual Report of the Society;
- iv) To consider and approve the Amendments on the Rules/Regulations as proposed by the District Level Committee,  $\frac{2}{3}$  (two-third) of the members present and voting shall approve the Amendment.
- v) To dissolve the Society and dispose of the property in accordance with relevant sub-section of the Meghalaya Societies Registration Act XII of 1983 relating to dissolution of Societies.

Provided that such resolution shall be considered at a special meeting of the State Level Committee. The Chairman of the Society shall preside over the meeting and  $\frac{2}{3}$  (two-third) majority of the State Level Committee votes for the dissolution and is approved subsequently by the State Government; and

- vi) To consider and approve any other matter referred to it by the District Level Committee;
- vii) The State Level Committee shall generally pursue and carry out the objects of the Society set forth in the Memorandum of Association of the Society;
- viii) In particular and without prejudice to the generality of the foregoing provisions, the State Level Committee shall subject to the provisions, exercise the powers as follows:
  - (a) Consider the annual and supplementary budgets placed before it by the Member Secretary, from time to time and pass them with such modifications as the State Level Committee may think fit;
  - (b) Appoint/Engage professional and staff in the fields of sports and games as may be required from time to time to work for the Society and fix their remuneration and define their duties, role and responsibilities with the approval of the Government.
  - (c) Appoint Committees/Sub-Committees for such period and non such term as it may deem fit and dissolve any of them;
  - (d) Preparation and sanction of budget estimates, sanction of expenditures, enter into execution of contract, investment of funds of the Society and maintenance of accounts and their audit;
  - (e) Determine such other matter, as may be necessary for the administrative function and management of the affairs and funds of the Society.
  - (f) The State Level Committee shall delegate such executive administrative and financial power as it may think proper to the District Level Committee of the Society, the Chairman, Vice-Chairman and the Member Secretary.
  - (g) The State Level Committee may co-opt or invite other officer, expert as special invitee to the meeting of the State Level Committee or the District Level Committee.

**10. Powers and Duties of the Chairman.**

- 10.1 The Chairman shall preside over the meetings of the State Level Committee and the District Level Committee.

10.2 He shall exercise general control and supervision over working of the Society.

10.3 In case if emergency, he/she shall have the power to take decisions, which are urgently required to be taken in the best interest of the Society and to place them for confirmation at the next meeting of the State Level Committee.

**11. Powers and Duties of the Vice-Chairman.**

11.1 The Vice-Chairman in the absence of the Chairman at the State Level Committee Meeting shall act as the Chairman and perform the ordinary duties of the Chairman.

11.2 He shall discharge such powers and functions as may be delegated by the Chairman.

11.3 He shall preside over the meeting of the State Level Committee in the absence of the Chairman.

11.4 The Vice-Chairman shall also act as the Chairman in the event of the post of Chairman falling vacant.

**12. Functions and Powers of Member Secretary.**

12.1 He shall be responsible for the proper functioning of the Society and the implementation/execution of the plans and programmes of the Society.

12.2 The Member Secretary shall function under the control of the District Level Committee and exercise such powers and perform duties as may be delegated to him, from time to time by the Society.

12.3 The Member Secretary shall also :

- i) Convene meetings of the Society under the direction of the Chairman or Vice-Chairman as the case may be.
- ii) Draw up agenda for each meeting under the direction of the Chairman and circulate the same to each member of the State Level Committee of the Society alongwith the notice of the meeting.
- iii) Maintain minutes of each meeting of the State Level Committee, District Level Committee and obtain approval of the Chairman of the meeting. He shall place the minutes of each of the meetings before the next meeting of the Society for confirmation.
- iv) Implement all decisions taken up by the society and exercise general supervisions on all matters of the Society.

12.4 He shall coordinate and supervise the works in the different branches of the establishment.

12.5 He shall furnish to the District Level Committee/State Level Committee/Government all reports including annual reports, returns and necessary documents required.

12.6 He shall frame budget estimates, proposals under the direction of the Society and in consultation with the District Level Committee.

12.7 He shall sanction expenditure as per the powers delegated to him on his behalf of the Society from time to time.

12.8 He shall undertake such other duties and exercise such other powers as may be delegated to him by the Society or necessary for implementation of the programmes/policies approved by the Society.

12.9 He shall submit statement of receipt and expenditure to the District Level Committee/Society.

12.10 He shall facilitate and coordinate the process of synergy and convergence for holistic, realistic and inclusive development.



**13. Accounts and Audit.**

- 13.1 The accounts of the Society shall be audited by such persons or by the Comptroller Accountant General as may be nominated by the society with the approval of the State Government. The nature of Audit to be applied and the detailed arrangements to be made in regard to the form of accounts for Audit shall be prescribed/framed by the District Level Committee and approval by the Government of Meghalaya.
- 13.2 The Annual Report and the Annual Audited Statement of Accounts of the Society alongwith the auditor's report thereon shall be placed before the Society at the Annual General Meeting of the State Level Committee.

**CHAPTER - VI**

14. The District Sports Promotion Societies headed by the Deputy Commission of the District will oversee the implementation of the programme in each District and will have separate independent bank account for this purpose.
- 14.1 The society shall constitute a District Level Committee composing of the following members :
- a) Chairman – Deputy Commissioner.
  - b) Vice - Chairman – Additional Deputy Commissioner
  - c) Member Secretary – District Sports Officer.
  - d) Member – Superintendent of Police.
  - e) Member – Physical Training Instructor & Coach.
  - f) One Member – President/Secretary of District Sports Association.
  - g) Two Member – President/Secretary of specific game sports association to be named by the Society.
  - h) One Member – District Youth Coordinator, NYK.
  - i) One Member – Prominent Youth Club nominated by the Society.
  - j) One Member – Officers' Club.
  - k) One Member – Recreational Club.
  - l) One Member – Coach to be specified by the Society.
- 14.2 Unless otherwise decided by the State Level Committee of the Society, the honorary members of the District Level Committee will hold office till they hold the official office in the District which makes them eligible for the same and will not be entitled to gain any remuneration, allowances, financial advantage or benefit by virtue of their holding their office in the Society. However, the actual expenses incurred in connection to the work/business of the Society shall be reimbursed on actual basis.

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**CHAPTER - VII****15. Powers and Functions of the District Level Committee.**

15.1 Take up the overall responsibility and facilitate the preparation of strategic and annual plans and games in the District as:

- i) To organize summer/winter coaching camps/tournaments within the District which is distinct from other Districts:

Marathon races, Indigenous games, etc.

Major Tournaments of Regional nature to be conducted within each district including multi discipline games for both eastern and western regions of the State and also to enable players of all districts to take part in the invitation tournament in the neighboring Districts.

- ii) To deploy community coaches of veteran players, PETs or trained coaches may be hired to impart basic coaching and training.
- iii) To provide sports equipments which are costly and which becomes a permanent asset to the District.
- iv) To recommend sports scholarships to high potential talents unearthed during the sub-junior and junior competition which shall be approved by the Department of Sports and Youth Affairs, Meghalaya.
- v) To arrange special coaching camps to be organized for District elite sportsperson by inviting international repute coaches.

15.3 To prepare project proposal for any or all of the components of the programme and to place them before the Society for final approval.

15.4 On approval by the Society any programme the project cost of which is less than ₹ 5.00 lakhs may be implemented subject to availability of fund and approval of the Department of Sports and Youth Affairs, Meghalaya.

15.5 To ensure smooth flow of funds to the Society/Agencies through the District Sports Officer and Member Secretary of the District entrusted for implementation of the programmes.

15.6 To carry out regular monitoring and evaluation.

15.7 To ensure timely submission of reports, annual financial statements, utilization certificates and actual payee receipts and other relevant documents to all the authorized concerned.

15.8 To undertake a periodic quarterly review of implementation of the projects under the scheme and quarterly report on the achievement of both physical and financial supported by high resolution photographs which shall be submitted to the Nodal Department through the Directorate of Sports and Youth Affairs, Meghalaya.

**16. Maintenance of Books of Accounts.**

16.1 The Society shall maintain a separate account for the scheme. Necessary books of accounts alongwith Cash Book, subsidiary books, ledgers, receipts and vouchers, etc. alongwith records files of sanctioning letters, indents, administrative records, etc. shall be maintained by the Society for the purpose of inspection and audit purposes.

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**CHAPTER - VIII****17. Alteration or Extension or Dissolution, etc.**

- 17.1 Subject to the approval of the Government, the society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other Society by following the under mentioned procedures :
- a) The District Level Committee shall convene a special General Meeting of the members of the Society, according to these rules for the consideration of the said proposition.
  - b) The District Level Committee shall submit the proposition for such alternation, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
  - c) Such report be delivered or sent by post to every member of the Society 15 (fifteen) clear days previous to the said special General Meeting.
  - d) Such proposition be agreed to by the votes of  $\frac{3}{4}$  (three-fourth) of the members of the Society delivered in person at the said special General Meeting.
  - e) Such proposition is confirmed by the votes of  $\frac{3}{4}$  (three-fourth) of the members of the Society present at the second special General Meeting convened by the District Level Committee at an interval of one month after the former meeting.
18. The Rules of the Society, with the sanction of the Government be altered at any time by a resolution passed by a majority of not less than  $\frac{2}{3}$  (two-third) of the members of the Society present at the meeting of the Society which shall have been duly convened for the purpose.
19. The Society may, with the approval of the Government, change its name by a resolution passed by a majority of not less than  $\frac{2}{3}$  (two-third) of the members of the Society present in the meeting duly convened for the purpose.
20. Any number less than three-fourth of the members of the Society may with prior consent of the Government, determine that the Society shall be dissolved and thereupon, it shall be dissolved forthwith, or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of any property of the Society its claims and liabilities according to the Rules of the Society and the Meghalaya Societies Registration Act XII of 1983 applicable thereto, if any, and if not, than as the District Level Committee shall find expedient provided that in the event of any dispute rising in the said District Level Committee, the adjustment of its affairs shall be referred to the State Level Committee whose decision in the matter shall be final.

Provided that the Society shall not be dissolved unless  $\frac{2}{3}$  (two-third) of the members shall express a wish for such dissolution by their votes delivered in person or proxy at a State Level Committee Meeting convened for the purpose.

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21. If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all kits, debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government may determine.
22. The Chairman of the Society shall have the power to settle any dispute arising out of the functioning of the Society. In case the concerned parties are not satisfied with the settlement of disputes, they can appeal the order of the Chairman to the State Level Committee. The decision of the State Level Committee shall be final and binding on all parties concerned.
23. These Rules shall come into force after being approved by the State Level Committee, The State Level Committee and the Government of Meghalaya from such date as may be specified and notified.

Member Secretary.

Chairman.

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